

Job Announcement

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Opening Date:	December 11, 2014	Closing Date:	December 29, 2014
Job Title:	Courtroom Clerk	Position Type:	Regular Full Time
PIN:	055059	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland (Hargrove)	Grade/Entry Salary:	J7 \$32,033- \$38,000
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: The Courtroom Clerk assists the judge in courtroom procedures and performs specialized clerical work at the advanced level preceding, during, and following scheduled trials in the District Court's criminal/traffic or civil division. This position assists the judge with the docket, prepare/generate paperwork for the judge's and/or defendant's signatures and reviews and completes dockets before returning them to the proper section of the District Court. The Courtroom Clerk is also responsible for assisting the judge in the maintenance, operation, and organization of the courtroom. At this level, work is performed with considerable independence and is evaluated by a higher level supervisor for efficiency, effectiveness, timeliness, and compliance with procedures. Employees are expected to resolve a variety of unprecedented or unusual problems. The incumbent works overtime as needed and performs other duties as assigned.

Education: High school diploma or GED.

Experience: Four years of clerical experience to include:

A.) One year of experience working in a trial or appellate court

OR

B.) One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Preferred: Proficiency in typing, data entry or word processing.

Note: Applicants may substitute education in any field from an accredited college or university for up to two years of the required **clerical experience** at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required **court experience** at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of District Court procedures, rules, practices, and regulations. Knowledge and understanding of the appropriate use of all District Court forms used in a courtroom. Knowledge of court and legal terminology. Ability to correctly interpret procedures, laws, rules and regulations. Ability to work with significant time constraints and restrictive working conditions. Ability to understand and carry out complex instructions. Ability to pay attention to detail and communicate effectively. Ability to maintain and use detailed filing systems. Ability to work additional hours outside of a normal work schedule. Ability to sit for long periods of time. Ability to lift up to 20lbs. Ability to perform the essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary, HR Dept.
580 Taylor Ave, Bldg A1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.